

**PROGRAM MANAGEMENT SERVICES
PERFORMANCE WORK STATEMENT (PWS)**

COMPTROLLER DIRECTORATE, USFFC

INTRODUCTION

Commander, United States Fleet Forces Command (USFF) is procuring project management services in support of STARS-FL to SABRS Migration under USFFC Comptroller Directorate, Financial Systems Branch.

1.1.Mission

The mission of USFF is to:

- a. Train, certify, and provide combat-ready Navy forces to combatant commanders (CCDRs) that are capable of conducting prompt, sustained naval, joint, and combined operations in support of U.S. national interests.
- b. Command and control subordinate Navy forces and shore activities during the planning and execution of assigned service functions in support of CNO.
- c. Provide operational planning and coordination support to Commander, U.S. Northern Command (CDRUSNORTHCOM), Commander U.S. Element North American Aerospace Defense Command (CDR USELEMNORAD), and Commander, U.S. Strategic Command (CDR USSTRATCOM).
- d. Command and control subordinate forces during the planning and execution of joint missions as the Joint Forces Maritime Component Commander North (JFMCC-N) to CDRUSNORTHCOM.

1.2.Background

The USFFC Comptroller Directorate, Financial Systems Branch includes overall responsibility for Command Financial Management System (CFMS) management and oversight to include: system maintenance, planning, design, testing and deployment of system changes, support of financial system audit readiness (audit sample support, training for Independent Public Accountant (IPA), supporting and conducting FISCAM reviews/audits, correcting deficiencies and resolving Notice of Findings and Recommendations issued by the IPA), system monitoring, system and process training, Navy Enterprise Data Center interface and monitoring, CFMS contract COR responsibilities, and actions to maintain CFMS authority to operate.

The USFFC Comptroller Directorate, Financial Systems Branch supports the following programs: Finance and Accounting (BSO Staff and BSO-wide), Audit Readiness, Budget Formulation, Budget Execution, Command Financial Management System (CFMS), STARS to SABRS Migration.

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1.3.Scope

The scope of this effort is to provide project management support to facilitate the USFFC migration from STARS-FL to SABRS. The STARS-FL to SABRS migration changes the “book of record” accounting system to SABRS. The migration will affect all commands, all financial management personnel and many program management personnel throughout USFFC. This constitutes thirty three (33) direct subordinate commands and approximately 570 financial managers. This requirement is to support all aspects of the USFFC project management plan, to include: maintaining the currency of the project management plan by making updates and changes to the plan as necessary; maintaining the currency of the project data repository—both the organization of the repository folders and files and the content; attending project team meetings and Fleet Project Management Office meetings to stay abreast of project efforts and status, and to record decisions made and action items assigned during the meetings; tracking project actions identified in the project plan of action and milestones, paying particular attention to the elements of time and performance; providing necessary follow up with team leads and team members to keep the project on track; tracking the status of requirements gaps and ensuring that the current status is up-to-date in the data repository and that items approaching or behind their deadlines are identified to the Fleet PMO as soon as discovered; using application such as Microsoft Project, PowerPoint, SharePoint, Word, Excel, and Visio to record and track project actions, develop high-level data flow diagrams, system schematics, and process flows, and to prepare project communiques and briefs.

2. GENERAL REQUIREMENTS

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

2.2 Business Relations

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide

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corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at NSA Hampton Roads, U. S. Fleet Forces Command, 1562 Mitscher Ave. Norfolk, VA 23551-2487 and the contractor's corporate offices.

2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

2.3.3 Personnel Administration

The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide support, on-site, in U.S. Fleet Forces Command, Comptroller Directorate spaces. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

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2.5 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources.

The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

Contractor Identification in the Government Workplace. All contractor and subcontractor personnel shall be required to wear company picture identification badges so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone, or via electronic mail contractor and subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors and subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signatures shall identify company affiliation.

Contractors shall be required to wear government-issued USFFC access badge as specified and will be required to obtain a Common Access Card to be used for access to the NSA Hampton Roads base and used to log onto the government issued computer and government networks.

2.6 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work at USFFC Headquarters at 1562 Mitscher Ave. Norfolk, VA 23551-2487 Building NH2 South.

Normal workdays are Monday through Friday except US Federal Holidays. The typical work schedule eight (8) hours per day, 40 hours per week. On-site performance may not begin earlier than 0600 and not later than 0900. Core hours of work are from 0900 to 1500 daily. All contractor staff supporting this effort are expected to be available during core hours. During weather and security closures contractor shall have the option to work from home or a secondary site provided telephone and internet access on a government owned computer are available.

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3. PERFORMANCE REQUIREMENTS

3.1 Basic Requirements

Contractor support is required to provide project management services to assist the USFFC Deputy Comptroller in achieving their goals and objectives. This Performance Work statement (PWS) specifies the tasks to be performed, deliverables to be provided and performance objectives to be met in support of the STARS-FL to SABRS Migration/USFFC Comptroller Directorate.

The Contractor shall furnish all work, management, supervision, labor and materials necessary to ensure the effective and efficient performance of functions identified throughout this PWS which make up this requirement. The Contractor must be capable of providing flexible, responsive, and high quality services and support. The Contractor will conduct travel and reviews that are necessary to ensure the effective and efficient performance of functions identified throughout this PWS which make up this requirement.

3.2 Performance Requirements

The Contractor shall perform the following tasks in accomplishing the requirements of this Contract. The Contractor shall provide the necessary timely support to meet emergent requirements as requested by the program manager, technical point of contact, or other properly designated authority.

3.2.1 PROJECT PLANNING, COORDINATION AND EXECUTION

TRACKING: *Creates both the structure and practices to guide the project and provide support, oversight, and control. Project Planning and Coordination and Execution Tracking encompass the relationship between the oversight effort and the overall project direction, and all the decision-making roles and responsibilities involved in executing the program effort.*

3.2.1.1 Draft, analyze, integrate, review, and provide recommendations for Milestones and other documentation in accordance with Government, DOD and Navy regulations.

3.2.1.2 Gather information, identify issues and provide recommendations and draft documentation to achieve overall goals for system strategic planning.

3.2.1.3 Recommend resolution of issues for milestone decisions.

3.2.1.4 Review, analyze and provide recommendations to utilize new initiatives and best practices to improve areas within project management.

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3.2.1.5 Prepare and maintain project current, complete and accurate documentation.

3.2.1.6 Provide program support for reviews, conferences, briefings and other meetings.

3.2.1.7 Conduct surveys and analyze results.

3.2.1.8 Draft program schedules and Gantt charts and perform critical path analyses.

3.2.1.9 Provide design oversight including configuration and data management.

3.2.1.10 Develop and implement a project risk management strategy and plan, and prepare risk assessments, analyses, studies and recommendations.

3.2.1.11 Identify and analyze project metrics in order to track process performance and monitor the use of the metrics.

3.2.1.12 Develop and maintain an Integrated Master Project Management Plan (IMP) and Integrated Master Schedule (IMS) and Integrated Communications Plan (ICP).

3.2.1.13 Develop and implement a detailed plan for the overall management of this contract.

3.2.5 TECHNICAL MANAGEMENT: Provides technical guidance, methodologies in managing, evaluating, providing recommendations, reports, and resolutions.

3.2.5.1 Evaluate issues and provide recommendations related to project cost, schedule, and performance.

3.2.5.2 Prepare and maintain project documentation.

3.2.5.3 Provide support for requirement generation and allocation.

3.2.5.4 Develop and maintain work breakdown structure.

4. PERSONNEL REQUIREMENTS

4.1.1 Project Management

Description: Performs overall administration and management of all contract activities. Is the primary point of contact for communication with Government

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Program Manager and COR. Contractor performing under this effort shall have the appropriate experience and background to apply project management knowledge, skills, tools and techniques to a broad range of activities in order to meet the requirements of this PWS. Additionally, the contractor shall clearly understand the process of directing and controlling a project from start to finish which may include five basic phases: 1) Project conception and initiation; 2) Project definition and planning; 3) Project launch or execution; 4) Project performance and control; 5) Project close. Each agency has its own unique project governance, and those that meet the DoD 5000 requirements must comply with it and those that do not will be governed by the individual agencies.

Minimum Education: Shall possess a Bachelor's degree in Business Administration, Management, Decision Information Sciences or related business disciplines.

Minimum Experience: In addition to the education requirements above, the Project Manager must have a minimum of three (3) years of Project Management experience performing same or similar tasks as included in this PWS and managing an effort of similar scope, magnitude and complexity. In addition to the minimum three years of experience, the Project Manager shall have functional skills in and ability to use Microsoft Project, SharePoint and Visio.

Education Equivalency: Eight (8) years of Project Management experience. This means five (5) years of Project Management experience in addition to the required minimum of three (3) years of Project Management experience performing same or similar tasks as included in this PWS and managing an effort of similar scope, magnitude and complexity.

5. SPECIAL REQUIREMENTS

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

5.1 Security and Safety

Contractor personnel performing under this contract shall be U.S. Citizens and ARE required to obtain /retain/maintain a security clearance.

Work performed by the contractor requires access to information that is:

- | | |
|-------------------------------------|--------------|
| <input type="checkbox"/> | UNCLASSIFIED |
| <input type="checkbox"/> | CONFIDENTIAL |
| <input checked="" type="checkbox"/> | SECRET |
| <input type="checkbox"/> | TOP SECRET |

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The contractor will be required to attend meeting classified at:

- | | |
|-------------------------------------|--------------|
| <input type="checkbox"/> | UNCLASSIFIED |
| <input type="checkbox"/> | CONFIDENTIAL |
| <input checked="" type="checkbox"/> | SECRET |
| <input type="checkbox"/> | TOP SECRET |

DD Forms 254: Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254, which will be further identified in the DD Form 254 for each TO, as required. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check (NAC).

Visitor Group Security Agreement. The contractor shall sign a Contractor Visitor Group Security Agreement to protect classified information involved in performance under this contract or Task Order. The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities, as required.

5.2 Government Furnished Material

The Government will provide workspace, unclassified workstations, office supplies, computer equipment, telephone, fax (local, DSN and long distance), electronic mail, reproduction facilities, and proper building access identification badges as required. The Government will furnish any computer software needed to accomplish Project Management. The Government will provide access to appropriate reference material and databases necessary in the performance of this effort. The contractor will be provided the authority to access all information required to perform duties. The Government will provide coordination assistance to assist the contractor in accessing required information. The Government will provide the following information: access to relevant Government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

4.3.1 GFE: Access to Government databases and seats e.g., MS Word, Excel, PowerPoint, Access, SharePoint, possibly Microsoft Viso and Project depending on what is needed to manage the project and other databases applications required to perform this effort.

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4.3.2 GFE: Access via internet using security protocols required by Government to assure secure data transmission: Microsoft Outlook, SharePoint, iNavy Portal and other database, websites and applications required to perform this effort.

4.3.3 GFE: One Notebook computer and accessories, to be returned at the end of the contract period, and a physical workstation adequate to perform this effort.

4.3.3 GFI: Required programmatic and financial information required in order to complete deliverables.

Definition of terms:

GFE: Government Furnished Equipment

GFI: Government Furnished Information - verbal or written (e.g., electronic or hand written) guidance and information required for the preparation of work products and deliverables.

5.3 Applicable Directives and References

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3 Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

Mandatory compliance list

<i>Document Source</i>	<i>No./Version</i>	<i>Title</i>
<i>United States Code</i>	<i>Title 10</i>	<i>Armed Forces</i>
<i>United States Code</i>	<i>Title 31</i>	<i>Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517</i>
<i>DoD Directive</i>	<i>5000.01</i>	<i>The Defense Acquisition System</i>
<i>DoD Directive</i>	<i>5000.02</i>	<i>Operation of the Defense Acquisition System</i>
<i>DoD Regulation</i>	<i>7000.14-R</i>	<i>Department of Defense Financial Management Regulations</i>
<i>DoD Directive</i>	<i>5015.2</i>	<i>DoD Records Management Program</i>
<i>SECNAV</i>	<i>5000.2</i>	<i>Implementation and Operation of the Defense Acquisition System and Joint Capabilities Integration and Development System</i>
<i>Navy</i>		<i>DoN Financial Audit Guidance</i>
<i>Navy</i>		<i>DoN Budget Guidance Manual</i>

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6. DELIVERABLES

The contractor shall provide deliverables as described and specified in the format and delivery schedule as outlined/defined in the PWS.

The Contractor shall provide the following deliverables within the timeframe and format specified:

<i>Products/Deliverable</i>	<i>Schedule/Date Required</i>
<i>Monthly Status Report</i>	<i>5th of each month</i>
<i>Project Status Report</i>	<i>Twice monthly</i>
<i>Project Team Organization Chart</i>	<i>Monthly</i>
<i>Team Progress Reports</i>	<i>Twice Monthly</i>
<i>Project Management Plan</i>	<i>Quarterly</i>
<i>Project Schedule</i>	<i>Maximum twice monthly</i>
<i>Briefings or technical reports</i>	<i>Monthly</i>
<i>Tracking Reports</i>	<i>Monthly</i>
<i>Invoice</i>	<i>Monthly</i>
<i>Meeting Minutes, Agendas</i>	<i>Monthly</i>
<i>Project/Program Briefs</i>	<i>Quarterly</i>
<i>Point Papers, Decision Papers, Information Papers</i>	<i>Two per quarter</i>
<i>Process Flow Charts</i>	<i>Three per month</i>
<i>System Data Flow Diagrams</i>	<i>Three per month</i>
<i>System Documentation</i>	<i>Three per month</i>
<i>Training Plans</i>	<i>One per month</i>
<i>Draft Policies, Draft standards, Draft specifications</i>	<i>Five per month</i>
<i>End of Performance Report</i>	<i>15 days prior to the end of the contract period of performance</i>

Monthly Status Reports. *The Contractor shall provide a monthly report which summarizes overall performance under the task order. The report shall detail performance under each task of this PWS (3.0), addressing completed tasks and the status of on-going tasks. For in-process tasks, the Contractor shall identify accomplishments for the month, identify planned accomplishments for the coming month and potential risks that might negatively impact performance and proposed mitigation plans. Reports shall be submitted monthly on the 5th calendar day for the preceding month to the Contracting Officer's Representative (COR) with a copy to the cognizant Contracting Officer.*

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***End of Performance Report.** The Contractor shall develop a report summarizing STARS-FL to SABRS Migration Project support functions as congruent with PWS 3.0. The report will provide an overall assessment and status of the project and will provide a summary, in order of importance, of the items that remain outstanding and what action is required before the items can be closed out. The final report shall be submitted to the COR 15 days prior to the end of the contract period of performance.*

All deliverables shall be submitted to the COR. The COR is responsible for review, tracking and acceptance.